



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401
(802) 865-7144 • (802) 865-7024 (FAX)
www.burlingtonvt.gov/cedo



Youth Services Activities and Volunteer Support Specialist Full Time 1700 hours

King Street Center, 87 King St. Burlington, VT 05401

This AmeriCorps position will serve as part of CEDO's CONNECT AmeriCorps program. Our members will receive training and provide direct service to support the program goals to expand culturally appropriate youth programming and family supports, to close opportunity gaps in education and career, and promote STEM awareness and participation. Members will strengthen connections for youth to skill building for education and career development, with outcomes of increased school engagement, or strengthened skills in STEM subjects leading to college or career in growth areas. Youth engagement in schools and in our communities, through expanded learning opportunities in and out of school, reduces risky behavior and leads to safer communities. Our members will provide innovative responses to pressing community problems with city departments, state agencies, education institutions and nonprofit organizations in Burlington, Winooski, and surrounding areas of Chittenden County.

King Street Center Mission: To create a place where kids meet opportunity through learning, play, and community

Goals of position

1. To provide support services to King Street's Child and Youth Education Programming
2. Plan and implement daily educational and recreational activities for children in grades K-5.
3. Support children and youth in accessing pathways to success in education and closing opportunity gaps
4. Support training and placement of volunteers within King Street Programming, to allow an expansion of volunteer supported programming to close opportunity gaps to youth.

Key Responsibilities:

- Plan, implement and supervise daily educational and recreational activities for youth K-5.
- Serve with and support Community Outreach Director to recruit, train and place classroom volunteers, to allow service provision to close opportunity gaps for children and youth..
- Ensure health, safety and enjoyment of children in program.
- Support learning of life skills, appropriate behaviors, and decision-making skills.
- Ensure safe operation of King Street Center and the safety and safeguarding of children and youth in the program
- Provide supports for all aspects of successful day to day programming, including planning, implementation, review and clear up.



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- Execute opening and closing routines of the King Street Teen Program with accuracy.
- Support tracking of volunteer attendance and performance, to support volunteer services at King Street Center
- Able to complete AmeriCorps training, timesheets, data collection and mid and end of year reports

Secondary Responsibilities :

1. Attend meetings in the community and within King Street Center representing outreach programs.
2. Provide service supports to volunteers and teachers to develop improvement plans for King Street Center Operations and Services
3. Support the development of STEM programming at King Street

Skills and Qualifications:

1. Bachelor's Degree.
2. Experience running engaging activities with youth ex. crafts, outdoor adventures, cooking etc.
3. Appreciation of diversity and experience in cross-cultural collaboration.
4. Skills: Excellent people skills. Experience of mentorship and teaching in order to improve knowledge and professional abilities of others.
5. Ability to: Ability to creatively problem solve, take initiative and exercise good judgment. Ability to act as an ambassador of the agency. Must be flexible and willing to take on new tasks
6. Strong organizational skills.
7. Proficient in Microsoft office applications.

Minimum Qualifications:

- US citizen or have permanent resident status
- At least 18 years of age upon entering the Pre-Service Orientation (no upper age limit), or 17 years of age with written parental permission;
- High school graduate or have a GED certificate, or be willing to work towards GED as part of service-year successful completion requirement.
- Has not been convicted of murder or required to be on a sex offender registry, and is willing to undergo a National Service Criminal History Check and State of VT checks
- Commitment to the goals of the CEDO's CONNECT AmeriCorps program

Additional Information:

Position mainly takes place at our center in a recreational setting serving mostly with youth ages 5-18. Weekly field trips with youth are also required. Occasional travel to offsite meetings is also required.



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Positions begin Monday 17th September 2018 – Friday August 30th 2019

This position is:

Full Time position requires 1,700 hours (average 40 hours per week) for one year. Member benefits include a living allowance of \$14,500 (pre-tax), and an education award of \$5,920 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and training opportunities.

Half Time position requires 900 hours (average 20 hours per week) for one year. Member benefits include a living allowance of \$7,671 (pre-tax), and an education award of \$2,960 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and training opportunities.

Quarter Time: position requires 450 hours of service. Member will receive a living allowance of \$3,770 (pre-tax), and an education award of \$1,566 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and various training opportunities.

This position (check one)

does

does not

have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

To Apply: Send a resume, cover letter and two (2) references to CEDO's CONNECT AmeriCorps Program americorps@burlingtonvt.gov **Please send as one PDF document with email subject line listing the position title.**

Application deadline for member: 10th August 2018

Additional information on AmeriCorps is available at www.americorps.org.

The Community and Economic Development Office of The City of Burlington sponsors this position through the AmeriCorps program and will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact 802-865-7516.